

a. Balance-control the number of records in the batch to the count in the text header.

b. Balance-control the sum of the individual CPN records in the batch to the totals in the text header. For this balancing, collected and disbursed amounts are defined as follows:

(1) Collected Amount - the sum of the PV2 Net Paid/Collected Amount with a Contract Fund Reporting Transaction code C, plus the PV3 deducted amounts with a Plus/Minus code M.

(2) Disbursed Amount - the sum of the PV2 Gross Amount with a Contract Fund Reporting Transaction code D, plus the PV3 deducted amounts with a Plus/Minus code P.

c. Produce a "flash" report of the daily financial actions since, normally, only one batch of new CPNS will be transmitted each day to each accounting point.

d. Ascertain if all batches of CPNS have been received by checking for an unbroken sequence of batch serial numbers.

e. Relate CPNS to the proper Text Header Record (by use of the batch sequence code) .

f. Notify each CPN recipient of the last transmission for the month.

3. A Text Header Record will be prepared for transmission of duplicate or missing CPNS from a previously transmitted batch. The header record will contain the batch serial number of the original batch. The Batch Sequence code will not necessarily be the same code as contained in the original batch. They will not be combined with other CPNS in current daily batches.

4. For the Text Header Records being prepared for the last transmission of CPNS for the month, a code F will be entered in position 80 to indicate that this is the final report. For those accounting stations which are not receiving CPNS on the last transmission, but have been transmitted CPNS during the accounting month, a dummy end of month (EOM) Text Header Record will be prepared and transmitted concurrently with the last day's batch which shows the last Batch Serial Number transmitted to a particular CPN recipient and a code F in position 80, with positions 46-79 left blank.

J. RECIPIENTS OF PAYMENT NOTICES

1. CPNS shall be sent to the following addresses based on the department identity codes in the appropriation being expended:

<u>Appropriation</u> <u>Department Identity</u>	<u>Transmit To</u>
Code 21, and any code 97 bearing limitation/subhead 0100 or 1301	Accounting station shown in contract or abstract.
Code 17, and any code 97 bearing limitation/subhead 0400 or 0500 or 1304	<i>The activity indicated in the contract responsible for keeping the accounting records.</i>
Any code 97 bearing limitation/subhead in the 5100 series (DLA)	Accounting station shown in the contract or abstract.

2. Transmission of payment data by the CAO to activities other than those shown above is not sanctioned. It is the responsibility of the designated accounting point to supply such data to those activities having a valid requirement.